Advance Registration Overview

▶ Advance Registration for the Fall and Spring terms takes place over a period of two weeks and provides the opportunity for students to submit a list of courses in which they would like to enroll for the coming term.

▶ At the end of Advance Registration, the system will evaluate and schedule students' course requests based on a number of criteria. The scheduling algorithm takes into consideration factors such as course demand and restrictions placed on courses, in an attempt to satisfy as many requests as possible. The scheduling process takes place during the 2-week period following the end of Advance Registration, after which time schedules will be available on Penn InTouch.

▶ The timing of your course requests does NOT matter. The system collects all requests during the Advance Registration period, and processes them at the end, using a randomization technique.

[**Note:** Wharton Grad, the Dental, Medical and Veterinary Schools do not use Advance Registration]

How the Advance Registration "Scheduling" Process Works

▶ The system will try to schedule you in your first Primary request.

▶ If you have chosen the "Any-Section" option of "Yes" for that course, and the system cannot schedule you into the requested section, it will try to schedule you into another section of the same course.

▶ If you do not get your first Primary request (and no other sections of the course are available), the system will try to schedule you into your Alternate request. If no Alternate was selected, the system skips to the second Primary request.

▶ The system repeats these steps until all your requests have been processed.

▶ The scheduler stops processing requests when your Desired Load has been reached.

Planning for Advance Registration

▶ Review the requirements for your academic program with an advisor, or use your Academic Planning Worksheet to help make decisions about the courses you need for your degree.

▶ Use the Course Search tool to search for courses. Map them out on a mock schedule, review detailed information on requirements and/or restrictions, and note other information that may be helpful in prioritizing your requests.

▶ Contact instructors or departments for required permits.

▶ Include extra courses to use as alternates or additional requests during Advance Registration, in case you do not receive your top choices.

Advance Registration Checklist

❑ Access your **Academic Planning Worksheet** and/or school website to review outstanding requirements for your degree.

❑ Use **Course Search** and **Mock Schedule** to search for courses and plan a schedule.
   - Check Course Details
   - Include extra courses to use as Alternates or additional requests

❑ Contact your **Advisor** to review your selections.

❑ Contact schools or instructors to get **Permits**.

❑ Go to **Registration** and add your course requests. Select courses from Mock Schedule, Course Cart, or Course/Section drop-downs.

❑ Change the Numerical **Order** of requests to reflect your priorities.

❑ Resolve all requirements for **Co-Requisite Activities** and Permits.

❑ Make any additional **Changes** to course requests for Grade Type, Credits or "Any Section" option, or to add Alternates or additional requests.

▶ *You can make additions or changes right up to the end of Advance Registration!*

▶ *Click the red **HELP** link at the top of the Registration screen for additional details about the Advanced Registration screens.*